Title: Payroll Journal Voucher Report

Processes: Sub-Processes :

HRMS Training Documents

Payroll Journal Voucher Report

ZHR_RPTPY376

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/120/2007	Kelly Welsh	Initial Draft
2/1/2007	Kelly Welsh	Edits
9/13/04	Kelly Welsh	Edits

Title: Payroll Journal Voucher Report

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Purpose

Use to display the record of money being transferred between agencies and funds via Journal Vouchers.

Trigger

Perform this procedure when you need to review all transfers of monies between agencies, Electronic Funds Transfers, treasury and/or treasury trust account funds.

Prerequisites

Payroll has been exited by DOP.

In order to perform this transaction you must be assigned the following roles:

Payroll Supervisor, Payroll Processor, Payroll Analyst, Payroll Inquirer, Financial Reporting Processor, Financial Approver.

Transaction Code

ZHR_RPTPY376

Date	Procedure Update Log
1/19/2007	Created

State of Washington HRMS

Version: Training Team Draft Script

File name: Version: Training Team Draft Script
PAYROLL_JOURNAL_VOUCHER_ Last Modified: 10/12/2007 2:49:00 PM
ZHR_RPTPY376.DOC
Reference Number:

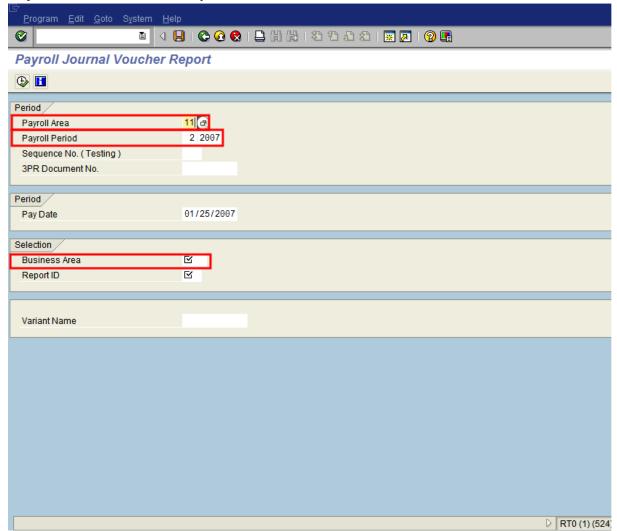
Processes: Sub-Processes:

HRMS Training Documents

Procedure

1. Start the transaction using the transaction code ZHR RPTPY376.

Payroll Journal Voucher Report



Processes: Sub-Processes:

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2. Complete the following fields:

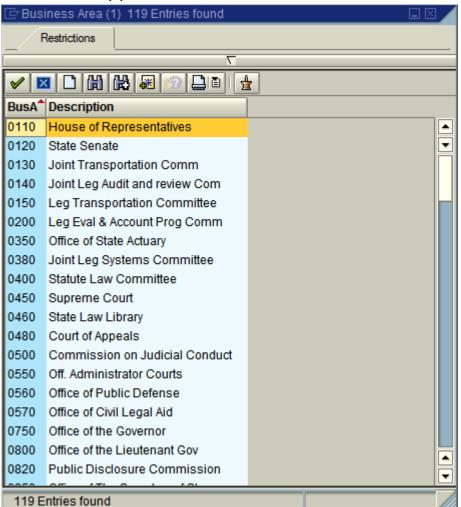
Field Name	R/O/C	Description	
Payroll Area	R	Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only Example: 11	
Payroll Period	R	Designates the single or range of pay periods to report on. The periods in a payroll year are numbered in ascending order, beginning with 01. It is uniquely identified with the number of the payroll period and the payroll year. For a list of current year pay periods, see Job Aid, HRMS Payroll and Reports. Example: 02 2007 (Reflects January 1 - 15, 2007)	
Business Area	R	Agency Number.	
		Example: 1110	

Click (Matchcode) to open the selection list to select your agency 3.

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Business Area (1) 119 Entries found





To select your agency, you can either highlight your agency name and click the (Copy) to accept, or you can highlight your agency name and double-click

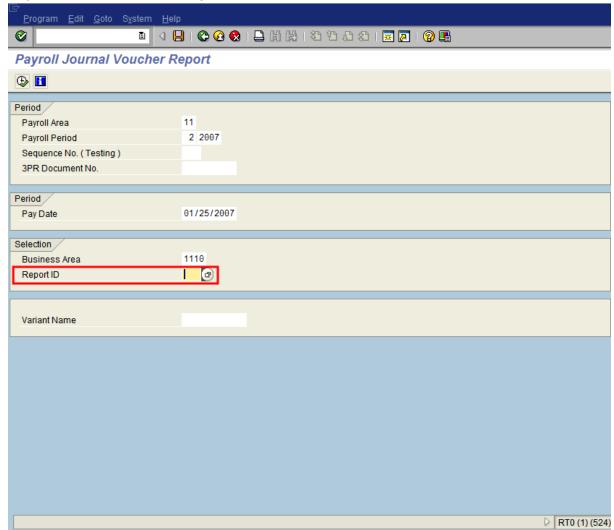
State of Washington HRMS

File name: ZHR_RPTPY376.DOC Reference Number:

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Payroll Journal Voucher Report



4. Complete the following fields:

Field Name	R/O/C	Description	
Report ID	R	Select the report you would like to run.	
		Select only one (1) report at a time.	
		Example: HRMS PAYROLL DETAIL JOURNAL VOUCHER	

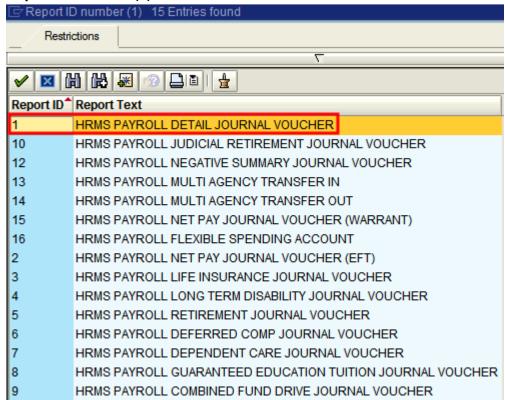
Click (Matchcode) to display the selection list. 5.

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File name: PAYROLL_JOURNAL_VOUCHER_ Last Modified: 10/12/2007 2:49:00 PM ZHR_RPTPY376.DOC

Version: Training Team Draft Script

Report ID number (1) 15 Entries found

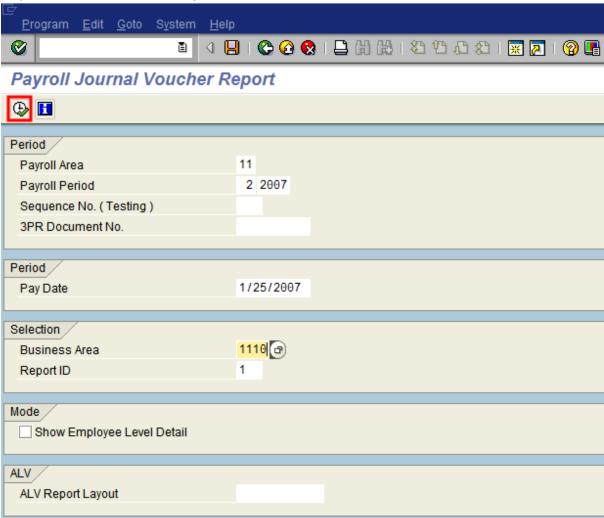


To select the report you want to run, you can either highlight the report name and click the (Copy) to accept, or you can highlight the report name and double-click

Processes : Sub-Processes :

HRMS Training Documents

Payroll Journal Voucher Report

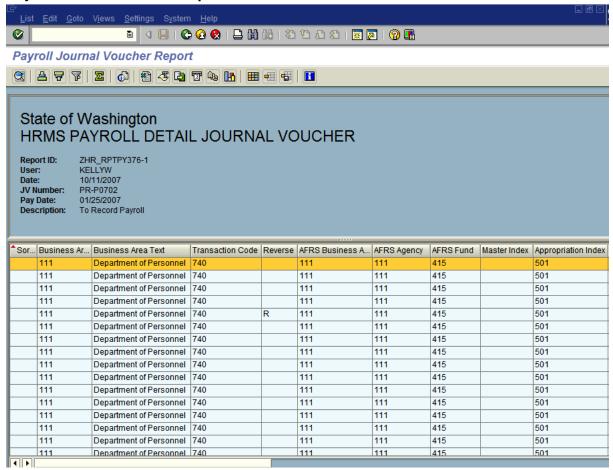


6. Click (Execute) to generate the report.

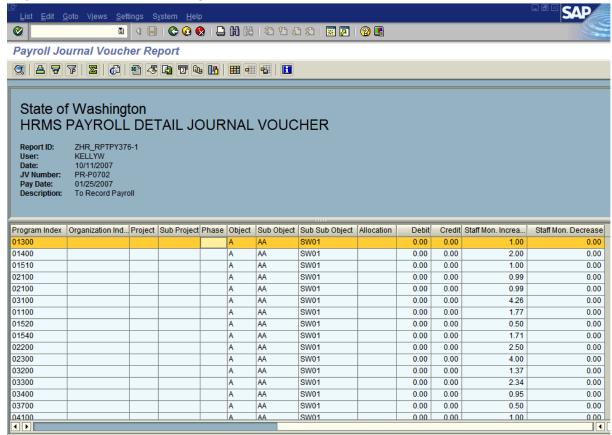


Note: Results are show in here in 2 screen shots.

Payroll Journal Voucher Report 1 of 2



Payroll Journal Voucher Report 2 of 2

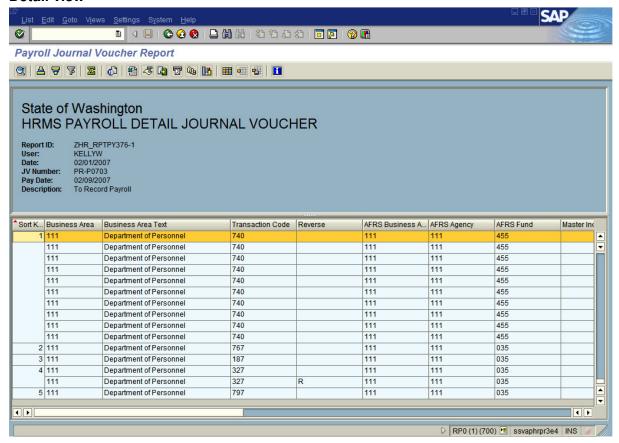


Click (Details) for a detailed view of the highlighted row report. 7.

Processes : Sub-Processes :

HRMS Training Documents

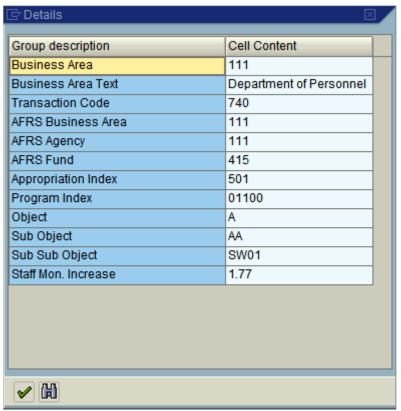
Detail view



Processes : Sub-Processes :

HRMS Training Documents

Details



8. You have completed this transaction.

Result

You have successfully run the Payroll Journal Voucher Report.

Comments

None.